Work Acceptance - PROC1000

PROC1000 does not contain any analysis of the work request, which will probably be in generic terms, such as to conduct a study regarding dredging a channel deeper. The analysis of the work request should develop a skeleton framework of required work and potential resource needs, which could be developed by the middle management team if the project delivery team has not yet been formed. Response: Concur w/concept -- Edit Team to evaluate in conjunction with advance acquisition strategy.

Scope

This process defines the steps required for individual Districts and Centers (i.e., USACE Activities) to assess their capability to accept new work from both existing and new customers, and to establish authorities and procedures for work acceptance and assigning accepted work. This process also covers how USACE activities will assign work that Headquarters and Congress have directed them to perform.

Policy

ER 5-1-10, Corps-Wide Areas of Work Responsibility [http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf]

ER 5-1-11, U. S. Army Corps of Engineers Business Process [http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

ER 37-1-26, Issuance and Acceptance of Project Orders [http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf]

ER 37-2-10, Accounting and Reporting – Civil Works Activities [http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf]

ER 1140-1-211, Support for Others: Reimbursable Work [http://www.usace.army.mil/inet/usace-docs/eng-regs/er1140-1-211/entire.pdf]

Letter, CEMP-N, 8 Feb 01, Subject: Interim Guidance on Services for Federal Agencies and State and Local Governments [http://www.hq.usace.army.mil/cecs-i/IISWWW/WebLinks/Document/Section211/211InterimGuidance.pdf]

Thomas Amendment [http://www.hq.usace.army.mil/cecs-i/IISWWW/WebLinks/Author2.htm]

WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments [http://www.hq.usace.army.mil/cecs-i//IISWWW/Weblinks/Section211.html]

15 U.S.C. § 1535, The Economy Act [http://www4.law.cornell.edu/uscode/31/1535.html]

33 U.S.C. 2323a § 234 of WRDA 96, Interagency and International Support Authority [http://www4.law.cornell.edu/uscode/33/2323a.html]

10 U.S.C. § 3036, The Chief's Economy Act [http://www4.law.cornell.edu/uscode/10/3036.html]

10 U.S.C. § 6505, The Intergovernmental Cooperation Act [http://www4.law.cornell.edu/uscode/31/6505.html]

Responsibility

The USACE employee receiving requests or inquiries for potential new work Response: Accepted. is responsible for notifying the Deputy District Engineer for Programs & Project Management when they receive inquiries for potential new work. HQUSACE and MSC responsibility not clearly defined Response: Rejected – "USACE employee" at all levels, including HQUSACE and MSC employees, should refer inquiries to appropriate DPM.

The Deputy District Engineer for Programs & Project Management (DPM) is responsible for accepting new work and notifying/assigning new work to the appropriate Program Manager.

The Program Manager (PgM) is responsible for

- Advising the DPM on the acceptability of work and on assigning the work if accepted

- Coordinating with the MSC Program Manager if the work is outside of the AOR

The District Commander is responsible for informing customers when work cannot be accepted.

The Major Subordinate Command (MSC) Program Manager (PgM) is responsible for coordinating work between MSCs and across AOR boundaries.

Distribution

Deputy District Engineer for Programs & Project Management (DPM)[*]

District Commander[*]

Major Subordinate Command (MSC) Program Manager (PgM)[*]

Program Manager (PgM)[*]

Project Manager (PM)

System Administrator

USACE Employee[*]

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary – REF8000 [REF8000]

District/Center Workload Analysis and Resource Leveling – PROC1020 [PROC1020]

Initiating a Project in P2 – PROC1030 [PROC1030]

PMP/PgMP Content – REF8005 [REF8005]

Receipt of Funds – PROC1040 [PROC1040]

Regional Business Center Workload Analysis and Resource Leveling – PROC6003 [PROC6003]

Team Establishment – PROC2020 [PROC2020]

Activity Preface

Proc1000. The activity preface identifies this process occurs whenever new work is directed from HQUSACE. If that is the case then why would an USACE employee be receiving the work request? Response: The remainder of the Activity Preface states "or requested by an existing or new customer". Wouldn't USACEHQ send the work request directly to the DPM through the MSC? Response: Yes.   Is someone in the District responsible for reviewing the work request to ensure that sufficient information to develop a preliminary scope has in fact been included in the work request? Response: Yes. HQUSACE and MSC responsibility not clearly defined Response: Rejected – "USACE employee" at all levels, including HQUSACE and MSC employees, should refer inquiries to appropriate DPM.

This process is performed whenever new work is directed from HQUSACE or requested by an existing or new customer. After work is accepted using this process, go to *Initiating a Project in P2 – PROC1030 [PROC1030].*

USACE Employee

1.   Receive work request.

      The initial work request should include sufficient information to develop a preliminary scope.

2.   Forward work request to DPM.

Deputy District Engineer for Programs & Project Management (DPM)

3.   Assign to appropriate Program Manager.

Program Manager (PgM)

4.   Determine if work is inside or outside the USACE activity's Area of Responsibility (AOR) or approved in an existing Memorandum of Agreement (MOA) or Interagency Agreement (IAG).

      For additional information, refer to *ER 5-1-10, Corps-Wide Areas of Work Responsibility [http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf]*

      - If work is for Federal agency, check authorities to support federal agencies, such as the following:

         15 U.S.C. § 1535, The Economy Act [http://www4.law.cornell.edu/uscode/31/1535.html]

10 U.S.C. § 3036, The Chief's Economy Act
[http://www4.law.cornell.edu/uscode/10/3036.html]

33 U.S.C. 2323a § 234 of WRDA 96, Interagency and International Support Authority
[http://www4.law.cornell.edu/uscode/33/2323a.html]

- If work is for State or local government or territory, check authorities to support non-federal entities, such as:

   10 U.S.C. § 6505, The Intergovernmental Cooperation Act
   [http://www4.law.cornell.edu/uscode/31/6505.html]

- If work is to be done under the ICE, Change "If work is to be done under the ICE…" to "If work is to be done under the ICA…" add ICA to glossary Response: Accepted. ensure compliance with the Chief's guidance: *Letter, CEMP-N, 8 Feb 01, Subject: Interim Guidance on Services for Federal Agencies and State and Local Governments [http://www.hq.usace.army.mil/cecs-i/IISWWW/WebLinks/Document/Section211/211InterimGuidance.pdf]*

If work is inside the USACE activity's AOR or approved by MOA/IAG, goto task #5. Otherwise, goto task #13.

5.   Determine if work is from an existing program/customer or a new customer.

If work is from existing program/customer, goto task #6. Otherwise, goto task #10.
6.   Determine if resources are available. [Totally dependent on selected acquisition strategy. Therefore, selection of the acquisition strategy must be done much earlier than indicated in the overall flow diagram.] Response: Concur w/concept -- Edit Team to evaluate in conjunction with advance acquisition strategy.

   Availability of resources will be determined through coordination with respective resource providers.

Stop and complete *District/Center Workload Analysis and Resource Leveling – PROC1020 [PROC1020]*.

If resources are available, goto task #19. Otherwise, goto task #7.

7.   Coordinate within the Regional Business Center (RBC) to evaluate availability of resources in the districts within that Division.

If resources are available, goto task #19. Otherwise, goto task #8.

8.   Coordinate with other RBCs throughout USACE to evaluate availability of resources in the districts within other Divisions/Centers in a timely manner.

If resources are available, goto task #19. Otherwise, goto task #9.

District Commander

9. Inform customer USACE cannot accept work and offer assistance to redirect to other sources.

End of activity.

Program Manager (PgM)

10. Determine if work meets requirements of Thomas Amendment.

    Refer to *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments [http://www.hq.usace.army.mil/cecs-i//IISWWW/Weblinks/Section211.html]* for requirement details.

If Thomas Amendment requirements are met, goto task #6. Otherwise, goto task #11.

11. Request waiver from the Thomas Amendment through Major Subordinate Command (MSC) to HQUSACE or decline work.

If a Thomas Amendment waiver is received, goto task #6. Otherwise, goto task #12.

12. Inform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

End of activity.

13. Determine if work outside the AOR meets requirements of Thomas amendment.

    Refer to *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments [http://www.hq.usace.army.mil/cecs-i//IISWWW/Weblinks/Section211.html]* for requirement details.

If work outside the AOR meets requirements of Thomas Amendment, goto task #14. Otherwise, goto task #15.

14. Determine if work is within the MSC or outside the MSC.

If work is within the MSC, goto task #7. Otherwise, goto task #16.

District Commander

15. Inform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

    Provide customer with geographic point of contact if customer chooses to pursue Thomas Amendment waiver.

Refer to ER 5-1-10, Corps-Wide Areas of Work Responsibility [http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf] for additional information on geographic points of contact.

End of activity.

Program Manager (PgM)

16. Contact MSC Program Manager.

    Person to contact depends on type of work requested.

Major Subordinate Command (MSC) Program Manager (PgM)

17. Contact counterpart in geographic MSC where the work is scheduled to be executed.

Program Manager (PgM)

18. Collaborate with the customer, AOR District and MSC to determine best methods for accomplishing work and notify DPM.

    AOR district will also perform Work Acceptance process in determining best method of accomplishment.

Deputy District Engineer for Programs & Project Management (DPM)

19. Notify customer of capability to perform work and invite them to participate as part of Project Delivery Team (PDT).

20. Assign and notify Project Manager and notify System Administrator (SA).

End of activity.

Goto *Initiating A Project in P2 – PROC1030[PROC1030].*

Work Acceptance - PROC1000

Start

USACE Employee
- Receive work request. (1)
- Forward work request to DPM. (2)

Deputy District Engineer for Programs & Project Management (DPM)
- Assign to appropriate Program Mgr. (3)

Program Mgr (PgM)
- Determine if work is inside or outside USACE activity's Area of Responsibility (AOR) or approved in an existing Memorandum of Agreement (MOA) or Interagency Agreement (IAG). (4)

Work is inside USACE activity's AOR or approved by MOA/IAG? — N → A

Y

Program Mgr (PgM)
- Determine if work is from an existing program/customer or a new cust. (5)

Work is from existing program/ customer? — N → B

Y → E

Program Mgr (PgM)
- Determine if resources available. (6)

PROC1020

Resources available? — N

Y → C

Program Mgr (PgM)
- Coordinate within Regional Business Center (RBC) to evaluate availability of resources in districts within that Division. (7)

H

Resources available? — Y → C

N → D

Work Acceptance - PROC1000

[D]

Program Mgr (PgM)

– Coordinate with other RBCs throughout USACE to evaluate availability of resources in districts within other Divisions/ Centers in a timely manner. (8)

◇ Resources available?

N →

Y → **[C]**

[B]

District Commander

– Inform cust USACE cannot accept work & offer assistance to redirect to other sources. (9)

End

Program Mgr (PgM)

– Determine if work meets requirements of Thomas Amendment. (10)

◇ Thomas Amendment requirements met?

Y → **[E]**

N →

Program Mgr (PgM)

– Request waiver from Thomas Amendment through Major Subordinate Command (MSC) to HQUSACE or decline work. (11)

◇ A Thomas Amendment waiver is received?

Y → **[E]**

N →

Program Mgr (PgM)

– Inform cust that USACE cannot accept work due to constraints of Thomas Amendment. (12)

End

[A]

Program Mgr (PgM)

– Determine if work outside AOR meets requirements of Thomas amendment. (13)

◇ Work outside AOR meets requirements of Thomas Amendment?

N → **[F]**

Y →

Program Mgr (PgM)

– Determine if work is within MSC or outside MSC. (14)

[G]

Work Acceptance - PROC1000

The flowchart begins with connector G at the top, leading to a decision diamond:

Work is within MSC?
- **Y** → H → F → District Commander
- **N** → Program Mgr (Contact MSC Program Mgr) path

District Commander
- Inform cust that USACE cannot accept work due to constraints of Thomas Amendment. (15)

→ **End**

Program Mgr (PgM)
- Contact MSC Program Mgr. (16)

Major Subordinate Command (MSC) Program Mgr (PgM)
- Contact counterpart in geographic MSC where work is scheduled to be executed. (17)

Program Mgr (PgM)
- Collaborate with cust, AOR District & MSC to determine best methods for accomplishing work & notify DPM. (18)

Connector C at top leads to:

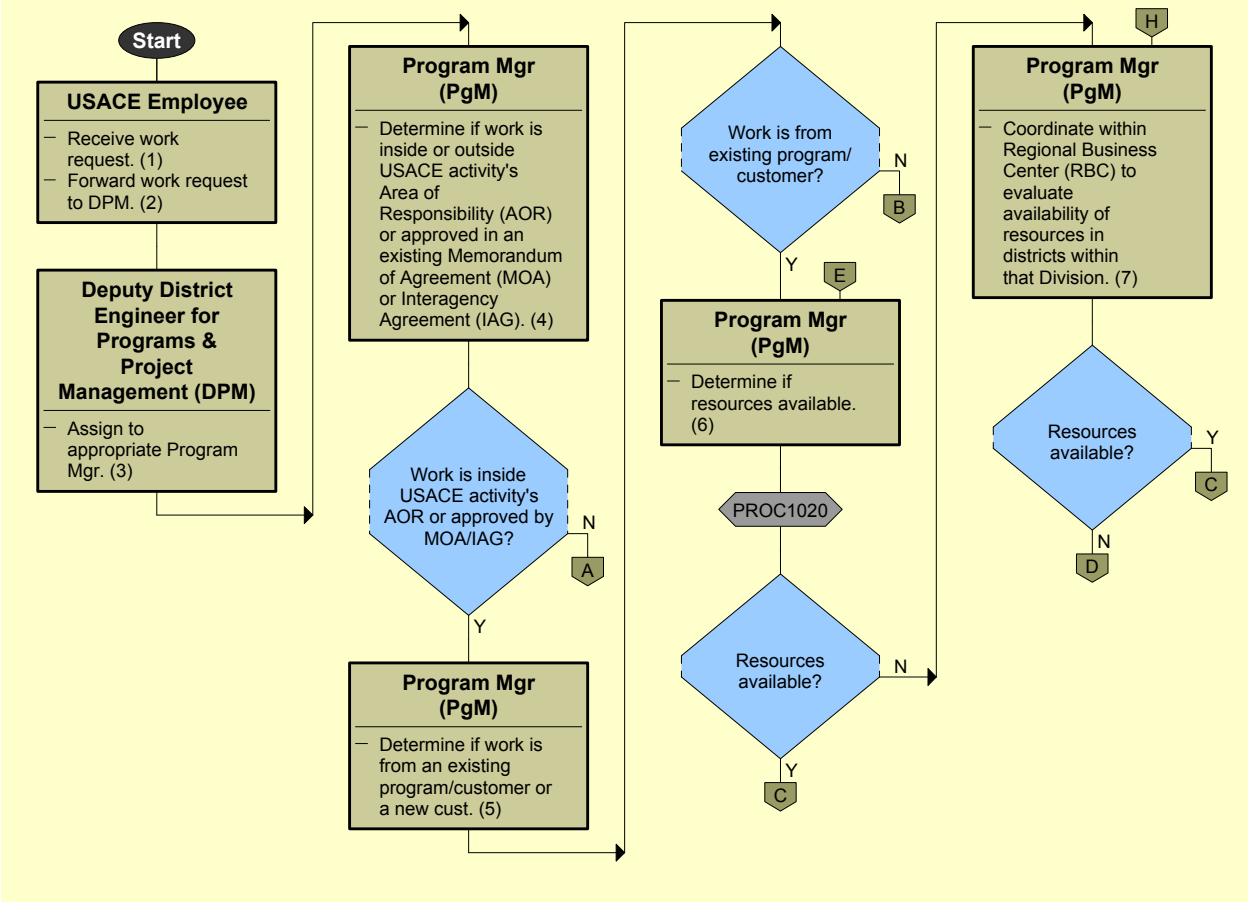**Deputy District Engineer for Programs & Project Management (DPM)**
- Notify cust of capability to perform work & invite them to participate as part of Project Delivery Team (PDT). (19)
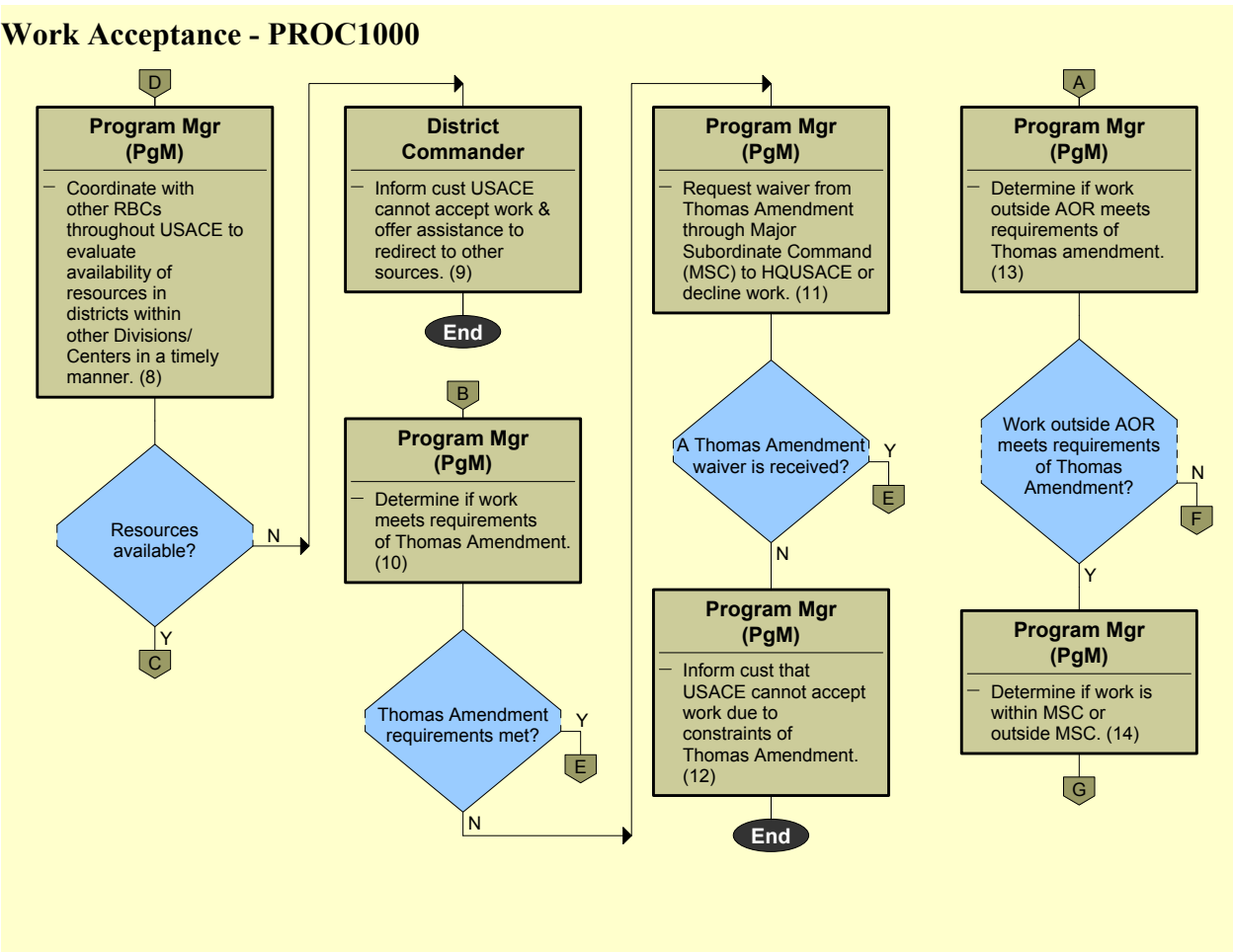- Assign & notify Project Mgr & notify System Administrator (SA). (20)

→ **End** → PROC1030